

Comstock Community Learning Center
1046 River Street
Kalamazoo, MI 49048
269-345-7243

December 2, 2015

Receptionist

This is a wonderful opportunity to work for the Comstock Community Center which is a nonprofit organization that serves the community. Candidate will provide general office support with a variety of clerical activities and related tasks. The receptionist will be responsible for answering incoming calls, directing calls to appropriate associates, mail distribution, and flow of correspondence, bank deposits, and requisition of supplies as well as additional clerical duties. Candidate will communicate regularly with the Executive Director regarding programs. Candidate will be the first and last person our clients come in contact. Candidate will require knowledge and skills of MS Office.

This is a fulltime position, please note the following schedule.

September through May work hours are 40 hours with a schedule of Monday through Friday, between 8AM - 4:30PM with a 30 minute unpaid break.

There is a closure over the Christmas Holiday which will need to be supported with personal time off or leave without pay.

June through August the work hours are reduced to a 32 hour work week Monday through Thursday between 8AM - 4:30PM with a 30 minute unpaid break.

If interested in this opportunity, please submit your cover letter and resume to Human Resources by emailing hr@comstockcc.com, faxing it to 269-492-0909 or you may submit it in person at the Community Learning Center.

This is a nonexempt position with an hourly rate of \$8:15 - \$10.00